

**Town of Stephens City Planning Commission
Minutes
Tuesday, June 24, 2008 (7:30p.m.)**

The Town of Stephens City Planning Commission held the regularly scheduled meeting this month, on Tuesday, June 24, 2008 at 7:30 p.m.

Attendees:

Chairman, Linden “Butch” Fravel, Jr
Commissioner Martha Dilg
Commissioner Joe Grayson
Commissioner Bob Wells

Absent:

Commissioner Dana Pitts
Commissioner John Petrie, II
Commissioner Bill Copp

Staff Present:

Town Planner, Brian Henshaw

Also Present:

Jessica Berchard, Winchester Star
Patrick Sowers, PHR&A

Call to Order:

With a quorum present, Chairman Fravel called the meeting to order at 7:30 p.m.

There was no meeting in May; therefore there were not any minutes to adopt.

Ms. Martha Dilg moved to approve the agenda. Mr. Bob Wells seconded the motion. The agenda was approved.

New Business:

Appointment of Commissioner to Joint Land-Use Committee:

Mr. Henshaw explained that the Council has appointed several members to the Joint Land Use Committee and that the Planning Commission needs to make a recommendation of one member to the joint land use committee.

Commissioner Dilg volunteered to serve on the Joint Land Use.

Commissioner Wells made a motion to recommend to the Council that Commissioner Dilg serve on the Joint Land Use committee. Commissioner Grayson seconded the motion.

The motion was approved.

Discussion:

Russell-Stephens City:

Mr. Henshaw updated the Planning Commission on the progress of the Russell-Stephens City rezoning application and where the applicant was in the process of getting the sewer to the site.

Chairman Fravel brought up the importance of the preservation of the stone wall and that he did not notice it being included in the proffer statement. Mr. Sowers stated that they understand the importance of the wall and that only concern was the grading requirements for VDOT. Mr. Sowers added that the 200' buffer is being thought of as passive recreation but eluded to the possibilities of including some landscaping requirements.

Commissioner Grayson inquired about the applicant working with the Davis property applicant with regard to the alignment of the streets. Mr. Sowers commented that the layout of the Davis Property was a bit dated, but both property owners were working together to ensure the proper alignment of the streets. Mr. Henshaw agreed with this statement and stated that the streets would be aligning up for the proper connections.

Chairman Fravel brought up the issue of the proffers being tied to the construction of the bypass across the Hollis property. Chairman Fravel suggested proffers clarify all of the clauses that set the construction for the bypass on the Russell property into progress.

Commissioner Bob Wells brought up questions about the Stormwater Management Regulations and whether or not the application should consider these new regulations. It has been suggested that the proffer statement include BMP's or Low Impact Design.

Chairman Fravel suggested that on page the 7 of the proffer statement with the Design Standards that side streets be included in order to cover corner parcels.

Finally it was discussed that there should be at minimum a signalization agreement for the intersection of Buena Vista Drive and the Bypass. This could possibly include a potential round about opposed to a traffic signal.

Chairman Fravel reiterated that at this point we are only discussing the rezoning application and would prefer to hear from the other review agencies second round of comments.

SVCA Boarding House off Farmview Ave.:

Mr. Henshaw briefly explained the premise that the Shenandoah Valley Christian Academy is looking to build a house in the Barley Subdivision for the purposes of becoming a boarding house for the schools International Exchange Student program.

Commissioner Wells stated the covenants of the Barley Subdivision would not allow anything but a traditional single family house and that the intended use would not conform to the subdivision requirements.

The representatives from the Shenandoah Valley Christian Academy stated that they had spoken to John Trenary, the Building Official for Frederick County and that the dwelling would be required to have a sprinkler system included in the dwelling.

Mr. Henshaw, Town Planner, stated he would follow up with the representatives of Shenandoah Valley Christian Academy to look at other alternatives.

Mr. Henshaw did notify the planning commission that this was not the first request of this nature and that the Zoning Ordinance does not really cover these issues and suggested that as the Planning Commission should look into amending the Zoning Ordinance to address such issues.

Discussion of the By-Laws:

The Planning Commission briefly discussed the By-laws and the commissioners decided that it would be best to appoint a sub-committee. Commissioner Grayson and Dilg volunteered to work with the Town Planner on finalizing the draft of the By-laws. The Town Planner stated he would get in touch with Commissioners Grayson and Dilg to set up a meeting prior to the next Planning Commission Meeting.

Correspondence:

Mr. Henshaw gave the Planning Commission a brief update on the LaGrange formal withdrawal and the progress of South Frederick property.

Mr. Henshaw also introduced Susan Boyd, who will be appointed to the Planning Commission in July by the Town Council.

Adjourn:

Commissioner Bob Wells moved to adjourn and Commissioner Martha Dilg seconded the motion. The motion was approved.

Chairman Fravel adjourned the meeting at 8:52 p.m.